



STATE OF WASHINGTON
WASHINGTON STATE PATROL
FORENSIC LABORATORY SERVICES BUREAU

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TO: All Drug Recognition Experts (DRE)
FROM: Sergeant Carlos E. Rodriguez, Impaired Driving Section
SUBJECT: Timeline Expectations
DATE: August 19, 2005

In an effort to improve the DEC Program a timeline has been set for the submission of DRE evaluations. Unfortunately, the previous timeline of "turn in as soon as possible", has not been working.

The new timeline is as follows:

Once an evaluation is completed, the DRE will have 14 days to complete and submit the DRE face sheet, 12 step check-off sheet, and the narrative to their Regional Coordinator (the timeline begins on the date the evaluation was conducted).

Once received, the Regional Coordinator will log in when the evaluation was received. Within 7 days from receipt, the Regional Coordinator will send the reviewed and signed-off evaluation to the DEC Program Coordinator.

Every effort should be made to keep within these timelines. From time to time I know there are reasons evaluations are not turned in on time, but for the most part it is a lack of effort or forgetfulness. If for some reason a DRE continuously fails to submit DRE evaluations the following process will be initiated:

1. Phone call to supervisor after a lack of compliance with timeline from officer.
2. If no compliance after the phone call, a formal letter will be sent to the officer's supervisor as well as to the officer requesting the evaluations be submitted, with a reminder of the timeline.
3. If still no compliance after the previous two steps, a formal letter will be sent to the Chief of the officer's department outlining requesting compliance.

Continued lack of support of support for the program will result in decertification.

Remember, your evaluations are the lifeline of our program. In order for us to continue to grow, we need the data so we can request more funding to get you the best equipment, the best training, and show the legislature our program is a necessity.

If you have any questions, please contact me at (206) 510-6050, or by electronic mail at carlos.rodriguez@wsp.wa.gov, or Ms. Elaine Hagseth (360) 427-2181, ext. 130, or elaine.hagseth@wsp.wa.gov.

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